

POSITION VACANCY ANNOUNCEMENT

ANNOUNCEMENT NO: 20/2014
OPENING DATE: 05/21/14
CLOSING DATE: 06/11/14
POSITION TITLE PERSONNEL SPECIALIST, FSN-10* (Full Performance Level)
WHO MAY APPLY: ALL HOST COUNTRY NATIONALS
OFFICE: USAID/Central Asian Republics (USAID/CAR), Almaty, Kazakhstan

MAJOR DUTIES: Under the general supervision of the Supervisory Executive Officer or designee, the incumbent of this position serves as the USAID/CAR expert on all phases of US Direct Hire (USDH) personnel management, responsible for executing Human Resources (HR) Management functions within the USAID/CAR: 1) Performs actions related to support US Direct Hire (USDH) personnel, to include but not limited to: expert knowledge of USDH policies, regulations, benefits, allowances, and general position description maintenance, coordination of all USDH arrival/departures, general management of the USDH personnel portfolio, etc.); 2) responsible for handling check-in/check-out procedures for all categories of American personnel assigned to the Mission - ensures that security briefings/ debriefings, courtesy calls are scheduled/requested in a timely manner and that proper documentation is completed and placed in individual personnel files; 3) establishes and maintains official personnel and contract files in compliance with regulations, instructions and guidelines available for that purpose; 4) supports actions related to US Personal Services Contract personnel (USPSC) recruitment process – classifies USPSC position descriptions, drafts and posts vacancy announcements, gathers applications, administers tests and schedules interviews, corresponds with candidates on issues related to process; 5) initiates security and medical clearances, prepares the Job Offer and advises on the terms of PSC employment, calculates budgets, advises Financial Management Office and Strategy and Program Office budget staff on estimating contract costs regarding compensation, benefits and entitlements, prepares and processes contracting actions for USPSCs in GLAAS (Global Acquisition & Assistance System); Processes PSC close-out as appropriate; 6) responsible for the mission training program – coordinates Mission Strategic Staff Development Plan consolidation including budget and serves as advisor and non-voting member of the Mission Staff Development Committee; 7) responsible for monitoring performance and processing vouchers for services provided for language instruction; 8) responsible for awards program and logistics arrangements for awards ceremonies – prepares certificates, drafts scenario and arranges the scene; 9) advises employees on USG regulations and procedures, and consults on “best office practices”, USAID and local government labor rules and regulations; participates in the Mission Policy Development, drafts Mission Orders/Notices, etc ensuring these are in compliance with USG/USAID regulations and Local Labor Laws; 10) establishes and maintains computerized personnel status and actions tracking system ensuring all documents and reports are timely processed, distributed and filed as appropriate; 11) maintains and updates various staffing patterns, organizational charts, worksheets, presentations; 12) other duties in support of Personnel functions as assigned.

MINIMUM QUALIFICATIONS/SELECTION CRITERIA:

- Education, skills and experience (60%):

*** Trainee Level (FSN-09):** University degree (Business/Public Administration, International Relations, Law or other related area). Minimum six years of progressively responsible experience in the field of personnel administration, office, and financial management, or other related field including maintaining of intensive public relations and computerized tracking systems with a large international organization. Familiarity with host countries' laws and regulations pertaining to personnel matters (e.g. Labor Code, Tax Law, Retirement Law, etc.). Good time management skills; must be highly organized, able to manage multiple tasks at one time and work under pressure; high level of accuracy, attention to detail, punctuality, excellent analytical, writing and verbal communication skills. Computer proficiency (MS Office, spreadsheet programs internet, etc) and office equipment (fax machine, scanner, copier). Master's degree (or equivalent graduate degree such as LL.B or J.D) or two academic years of progressively higher level graduate education including 24 hours of business may substitute for one year of specialized experience.

*** Full Performance Level (FSN-10):** Minimum qualifications at the Trainee Level, plus: Minimum four years of administrative experience related to personnel support with an USG Agency or international organization. Demonstrated proficiency and comprehensive expert knowledge of USG/USAID regulations and procedures pertaining to USAID Human Resources administration for all categories of employees (USDH, USPSC and FSNPSC). An expert knowledge of personnel regulations and manuals [3 FAM, Standardized Regulations, Travel Regulations, Foreign National Employee Handbook, LEPCH 22, applicable portions of AID Handbook 14, Appendices D and J, CIBs/AAPDs, etc.) and thorough knowledge of host countries Labor and Tax Laws, as well as other applicable laws regulating personnel issues is required at full performance level. Proficiency with USAID computer applications (WebPASS, GLAAS, etc). Master's degree (or equivalent graduate degree such as LL.B or J.D) or two academic years of progressively higher higher level graduate education including 24 hours of business may substitute for one year of specialized experience.

Candidates not meeting Full Performance Level (FSN-10) requirements will be considered and, if selected, hired at Trainee Level (FSN-09). Hiring grade will be commensurate with qualifications and experience.

- Teamwork/Interpersonal and Communication Skills (30%): Exceptional interpersonal, strong oral and written communication skills. Must be tactful, personable, able to effectively work in a team environment and to establish and maintain positive and effective working relationships with all levels of personnel in the Mission. Integrity and discretion in handling confidential personnel information.

- Language skills (10%): Fluent (Level IV) written and oral English and Russian.

TO APPLY: The successful applicant must fully meet the minimum qualification requirements. Qualified individuals are requested to submit a cover letter and curriculum vitae addressing each selection criterion detailed above with specific and comprehensive information supporting each item; and names, contact numbers, and addresses of three professional references. Applications for trainee levels and on file may be considered. Packages should be received at the Executive Office (EXO) USAID/CAR, 41, Kazibek Bi St., Almaty 050010, Kazakhstan; Tel: (7-727) 2507612/17; Fax: (7-727) 2507634; E-mail: almaexo_hr@usaid.gov by COB Wednesday, June 11, 2014. A copy of the Position Description is available in EXO/Personnel (ext.6353).

USAID/CAR reserves the right to obtain from previous employers relevant information concerning the applicant's past performance and may consider such information in its evaluation. If an applicant does not wish USAID to contact a current employer for a reference check, this should be stated in the applicant's cover letter, and USAID will delay such reference check pending communication with the applicant.